

POSITION DESCRIPTION

LIBRARY ASSISTANT

POSITION NUMBER	5137, 5061, 5134
DIRECTORATE	Community and Culture
SECTION	Libraries
REPORTS TO	Team Leader Programs Team Leader Kogarah Team Leader Hurstville
DIRECT REPORTS	Nil
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	9 November 2017
DATE LAST UPDATED	November 2017

1. PURPOSE OF THE POSITION

To support the services and programs of the Library service by providing effective and efficient operation across the Council's five libraries ensuring the strategic objectives of the organisation are achieved.

2. KEY ACCOUNTABILITIES

- 2.1 Perform Loans Desk duties by adhering to established policies and procedures.
- 2.2 Provide directional and basic information services and to assist customers in locating desired materials
- 2.3 Assist in the promotion of Library services, programs and events through publicity and displays
- 2.4 Assist in the organisation, preparation and delivery of a wide variety of programs and events across the library service.
- 2.5 Participate in staff rotation program across all libraries and Teams as required

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Current Class C Drivers Licence

Essential

- 1.1 High level of interpersonal and customer service skills and experience
- 1.2 Good organisational and time management skills
- 1.3 Demonstrated ability to work effectively in a team environment
- 1.4 Demonstrated high level computer literacy skills
- 1.5 Experience working with diverse target groups
- 1.6 Experience working in a library using an automated Library Management System

Desirable

- 1.1 Experience in event support
- 1.2 Undertaking Library studies



EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

PP2 - Comprehensive pre-employment medical assessment including audio

